



City of Nashua

Central Purchasing
229 Main Street
Nashua NH 03060

March 17, 2015

INVITATION TO BID

Library Video Security System IFB0830-040715

The City of Nashua Public Library invites bids from qualified suppliers to provide and install a new, latest version video security system at the library, located at 2 Court Street, Nashua, NH 03060. The system will replace and expand the existing video security system which was installed in 2005 and does not provide video coverage of some critical areas inside and outside the facility.

INSTRUCTIONS TO BIDDERS:

Bids must be submitted on the Bid Form, (Page 5 of this document) in its entirety with **one (1) original and one (1) copy**, in a sealed envelope clearly marked "**Library Video Security System**" and must be received at the Central Purchasing Office, 229 Main Street, Lower Level, Nashua, NH 03060 prior to **3:00 PM on Tuesday, April 7, 2015**. The contractor can use whatever delivery mechanism it chooses as long as it remains clear that the contractor is responsible for submissions prior to the date and time. Further details are available on the City's web site, www.nashuanh.gov, under Citizens Favorites, Current Bid Opportunities, document **IFB0830-040215**. Bids will be opened in public on the due date and time. Results of the bid opening will be posted on the City's web site, under Bid Results, within twenty-four (24) hours of the opening.

Bids must be submitted in the format provided and address the items specified in the bid package.

The time of receipt shall be considered when a Bid has been officially documented by the Department, in accordance with its established policies, as having been received at the location designated above. The City of Nashua accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the Vendor's responsibility.

Postmarks or other timestamps will **not** be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for bids. All bids become the sole property of the City of Nashua. This request for bids is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which bids are solicited.

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City of Nashua.

Certificates of Liability and Workmen's Compensation Insurance must be filed by the successful bidder prior to commencement of work. Liability limits are as follows:

- General Liability: \$1,000,000 per Occurrence
 \$2,000,000 Aggregate
- Motor Vehicle Liability: \$1,000,000 Combined Single Limit
 ***Coverage must include all owned, non-owned and hired vehicles.**
- Workers' Compensation Coverage according to Statute of the State of New Hampshire: \$100,000 / \$500,000 / \$100,000

The City of Nashua must be named as an additional insured on all liability certificates.

A sample contract is included. Reference document IFB0830-040715 SAMPLE CONTRACT.

The following is the schedule for this procurement:

	Date	Time
Mandatory Pre-bid Meeting	Tuesday, March 24,, 2015	2:00 PM Nashua Public Library Lobby 2 Court Street Nashua NH 03060
Deadline for Questions to be submitted in writing	Friday, March 27, 2015	3:00PM
Answers/clarifications posted	Tuesday, March 31, 2015	3:00PM
Bid Due	Thursday, April 7, 2015	3:00PM Central Purchasing 229 Main Street Nashua NH 03060

There will be a **MANDATORY pre-bid conference** in the lobby of the Nashua Public Library at 2 Court Street, **Nashua, NH 03060 at 2:00PM on Tuesday, March 24, 2015.** A map will be provided showing existing and new camera locations. The meeting is an opportunity for the City to overview the project and objectives, and participants to request additional information directly from City staff managing or participating in the project. Additional information provided at the meeting will also be provided by Addendum. You or your representatives are **required** to attend this meeting if you intend to submit a bid.

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be **submitted in writing**, citing the IFB title, IFB number, Page, Section, and received **no later than Friday, March 27, 2015 at 3:00PM to:**

Jennifer McCormack
Library Director
E-Mail to: Jennifer.McCormack@nashualibrary.org

Inquiries received later than this date shall not be considered properly submitted. The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this IFB. Answers to vendor submitted questions and other addenda will be posted under document **IFB0830-040715** on the City of Nashua website; www.nashuanh.gov under Citizen Favorites, Current Bid Opportunities no later than **3:00 PM on Tuesday, March 31, 2015.**

All bids are binding for ninety (90) days after bid opening. The City is exempt of all taxes. All bids must be FOB delivered, Nashua Public Library, 2 Court Street, Nashua, NH 03060. All bidders must comply with all applicable Equal Employment Opportunity laws and regulations.

Pursuant to NRO 5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

The City is exempt of all taxes. All bids must be FOB Nashua, NH.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

Questions on this Invitation for Bid must be submitted **in writing** to Ms. Jennifer McCormack, Library Director, via email at Jennifer.McCormack@nashualibrary.org

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua
sanchezm@nashuanh.gov

BID SPECIFICATIONS
IFB0830-040715

TITLE: Library Video Security System

Quantity: 1 system

Nashua Public Library, 2 Court Street, Nashua, NH 03060

The City of Nashua Public Library invites bids from qualified suppliers to provide and install a new, latest version video security system at the library, located at 2 Court Street, Nashua, NH 03060. The system will replace and expand the existing video security system which was installed in 2005 and does not provide video coverage of some critical areas inside and outside the facility.

The following specifications are minimum guidelines and, as noted above, must be filled in completely:

<u>Minimum Requirements</u>	<u>Compliant</u>	
Installed system will allow recording and retrieval of video footage from all installed cameras for no less than 10 days.	Yes___	No___
The recording device for the system must be capable of saving footage to portable hard drives and other removable media	Yes___	No___
System must provide date and time stamps for recorded video	Yes___	No___
Ability to insert text overlay (preferred)	Yes___	No___
Installed cameras will allow day and night recording	Yes___	No___
System includes desktop software or application that permits multiple users to use the system remotely.	Yes___	No___
Pricing includes removal of current, existing video security system.	Yes___	No___
Pricing includes all equipment, hardware and installation, set up, and testing of the system at the Library**	Yes___	No___
Pricing includes comprehensive initial training for the library security staff	Yes___	No___
Pricing valid for ninety (90) days	Yes___	No___
Provide the Library with the following at completion time of the project:		
Equipment Manuals	Yes___	No___
Warranty Information	Yes___	No___
Submit with your bid, the names and contact information of 2 references where you have successfully performed similar installations in a public building	Yes___	No___
Vendor will be able to provide ongoing maintenance and support for the installed system with a response time of no more than 24 hours.	Yes___	No___

**Installation must be done on a weekday, between the hours of 7 AM and 5 PM and must be completed by July 31, 2015.

Library responsibilities:

The Library is responsible for any electrical and data cabling needed to complete this project.

Library security, IT and maintenance staff will be made available to assist with setup of the system when required.

The library will provide a map of existing and new camera locations at the mandatory pre-bid meeting.

Vendor responsibilities:

Vendor will remove the existing video security system.

Vendor must comply with all local and state fire and building codes.

Vendor will leave job site clean and free of any tools, equipment or debris at the end of each day during installation

Vendor will furnish, install, set up and test the installed system so as not to void any equipment warranties.

Questions on this Invitation for Bid must be submitted **in writing** to Ms. Jennifer McCormack, Library Director, via email at Jennifer.McCormack@nashualibrary.org

BID SUMMARY SHEET
IFB0830-040715

TITLE: Library Video Security System

QUANTITY: One (1) system

Manufacturer & Model: _____

New Video Security System

\$_____ Total Cost*

(* Including all equipment, hardware and installation, set up, testing of the system at the Library, and comprehensive initial training for the library security staff)

Included names and contact information of 2 references Yes ____ No ____

Installation: _____ ARO

Please list and explain those Bid Specification items that you are ***not*** in compliance with:

For additional exceptions and/or comments, please attach additional paperwork to this bid submittal.

VENDOR NAME & ADDRESS: _____

PHONE: _____ **FAX:** _____

E-mail: _____

(Authorized Signature)

(Date)

(Typed/Printed Name)